Jet Propulsion Laboratory
Annual STI Update

May 18, 2004

Technical Information

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Technical Information Section
FY04 Highlights

- Processed 16,826 jobs (including 9,404 duplicating jobs)
- Provided 4,741 hours of proposal support
- Cleared 3,629 hard-copy documents for external release
- Achieved an average clearance cycle time of 3.86 days

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Technical Information Section
FY04 Highlights (cont'd)

- Helped develop high-profile websites
  - Inside NASA portal
  - JPL technical group supervisors portal
  - Deep Space Network triage site
- Provided comprehensive support for Mars Exploration Rover activities
  - Procedure editing, writing, and production
  - Still photography and high-speed video
  - Real-time technical note-taking during landings

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Technical Information Section
FY04 Highlights (cont'd)

- Implemented Electronic Document Information Management System (E-DIMS)
  - Web access to metadata about JPL internal and external documents
- Purchased ImageSite software tool to store and distribute digital engineering drawings
  - Scheduled for rollout in June 2004

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Technical Information Section
FY04 Highlights (cont'd)

- Updated Cumulus image database (whose?)
  - Linked 42,000 thumbnail images to screen-resolution version
- Posted 1,970 new documents to the JPL TRS
  - Total number now posted = 14, 651
- Digitizing 90,000 Deep Space Network drawings

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New Initiatives

- Andrea, this is what I was asking about. See Margo's examples on p. 14.

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Library, Archives, and Records

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Library and Records Staffing and Organizational Changes

- Archives and Records split into 2 groups, each with 1 staff member
  - New records manager: Kay Schardein
  - Records manager supervises project librarian
- Planning for new Archives and Records subcontract(s)
- Historian position in Office of Communications and Education still open

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Library and Records Planning

- 3-year plan under development with Outsell's (library consultants) guidance
  - Draft vision for section: completed
  - Strategic assessment: completed
  - Stakeholder interviews: in process
  - Needs assessment: in process

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FY04 Highlights

- Collections
  - Implemented approval plan with book vendor
  - Obtained license for SPIE electronic library
  - Continuing TRS catch-up
  - Anticipating JPL Author Database rollout for 3rd quarter
  - Working to streamline licensing of e-journals

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FY04 Highlights (cont'd)

- Services
  - Implemented new value-added services: reports and market research
    - Summary reports on technologies and partners to support future missions
      - Use of bibliometric analysis to assess the expertise of institutions in different technical areas
  - Started publishing monthly promotional flyers
  - Redid website

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FY04 Highlights (cont'd)

- Services (cont'd)
  - Preparing for Inter-Library Loan System rollout in July

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New Initiatives

- Records management training for all levels
  - Rollout scheduled for October 2004
- Records management file maps and retention schedules
  - Rollout scheduled for December 2004
- Linking from databases to full text
  - Scheduled rollout for FY05

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Library Support for Knowledge Management

- Working with JPL CIO's office to develop common core metadata
- Participated in developing NASA taxonomy

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Document Management/
Archives and Records

- Project libraries
  - Now responsible for 1 project library and 1 librarian
  - Assisting in structuring 2 others
  - Significant role in project librarian training

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Knowledge Management

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JPL Support for
NASA KM Team

- Led implementation of external NASA portal
- Led technical implementation and general rollout of Inside NASA portal
- Supported the NASA Mars Exploration Rover public websites

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JPL Support for
NASA KM Team (cont'd)

- Deployed the Lessons Learned Knowledge Network for the NASA Office of the Chief Engineer and moving towards operations
- Working on knowledge-sharing and decision-support tool activities resulting from the Columbia Accident Investigation Board and Diaz Report
- Led KM session at the e-Gov Institute, April 2004

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JPL Support for
NASA KM Team (cont'd)

- In the Federal KM Working Group and chairing the Knowledge Retention Group
- Chairing the NASA KM Team
- Co-chairing an IAF Working Group on KM for Aerospace
- Participating in group looking at NASA awards and recognitions programs

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JPL KM Team

- Implemented "Inside JPL" portal
- Redid JPL KnowWho experts directory website
- Supported Mars rover landing with e-library
- Piloted a web content management capability on JPL eNews, using a LAMP (Linux, Apache, MySQL, and PHP) "stack" in an institutional web-hosting environment

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JPL KM Team (cont'd)

- Provided leadership in development of NASA taxonomy

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